



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
SEPTEMBER 15, 2015
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER: Mr. Dalton Honore

Mr. Dalton Honore called the meeting to order.

II. ROLL CALL

Present were Messrs. Brandt, Breaux, Honore, O’Gorman, and Perret and Mss. Perkins, Pierre and Roe. Ms. Collins-Lewis was absent. Also present were Mr. Robert Mirabito, CEO; Mr. Conner Burns, CFO; Mr. Bill Deville COO/Project Manager; other CATS staff; Wendell Lindsay and Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

III. INVOCATION

Mr. Honore noted that Ms. Collins-Lewis had been involved in an automobile accident and was unable to attend the meeting. He asked those assembled to keep Ms. Collins-Lewis in their thoughts and prayers.

Ms. Roe gave the invocation.

IV. APPROVAL OF MINUTES OF AUGUST 18, 2015, MEETING

After discussion, Ms. Roe stated she may ask for changes at the next meeting and after consulting with Ms. McNaylor. Mr. Brandt then moved to approve the minutes of the August 18, 2015, board meeting and Ms. Perkins seconded the motion. The motion was unanimously approved.

V. ADMINISTRATIVE MATTERS:

1. CEO Report: Mr. Bob Mirabito

Mr. Mirabito mentioned the highlights of his written report contained in the members' packets. His comments included: Ms. Camille Dunbar has joined CATS as the Compliance Officer, responsible for Title VI, EEO, and DBE policies; Ms. Vanessa Dargin has been promoted to Project Manager, with responsibility for shelters, hubs, and other projects as required; employees earned the \$250 incentive bonus for the second quarter and all employees in good standing received the bonus; Mr. Mirabito and Mr. Burns met with the Secretary of Health and Hospitals to discuss the proposed change in Medicaid reimbursement for transportation services, by which CATS is to lose its reimbursement for transporting qualified customers to Medicaid services in December; CATS received approval from the FTA to repurpose the \$1 million originally earmarked for CNG vans to diesel buses; CATS was awarded the \$905,000 shelter grant on September 11th, allowing CATS to begin work to deploy shelters on Florida, Harding, and Scenic; the FTA has instructed CATS to request a waiver of the useful life of the Blue Bird buses, and CATS will request that the useful life be 10 years and not 12, and the FTA expects that the funds used to pay the lease purchase agreement will remain with CATS; CATS' finance staff has become the 2016 budget process, with Board approval plans for December; CATS and the Union have signed a contract extension that maintains the existing contract in place until a new contract is ratified by both parties; the next contract bargaining session is scheduled for September 22nd and 23rd; CATS will take delivery of six ADA vans in November, and the order has been pushed back by the model year changeover, which will allow CATS to receive 2016 models at the 2015 purchase price; to accommodate the eight new buses approved by the Board last month for 2016 delivery, CATS is required to issue an Invitation to Bid (ITB) as there is no outstanding order for CATS to piggyback; CATS took delivery of the two used buses from Lafayette on September 14th; a second visit took place at Angola to explore the capabilities of the persons trained in its mechanic program, including bus refurbishment, bus painting, and transmission replacement; the next round of Customer Satisfaction surveys is scheduled for October 20th through 29th; CATS has implemented electronic cash registers at the terminal with the capability of accepting credit and debit cards for payment, and the shopping cart feature on the website will be functional the week of September 14th; the access card readers have been installed and are functional, and employees will have ID cards that will allow access to the 2250 Florida Boulevard building; cameras have been installed inside and outside the building and will be monitored by a third party company, and they are video-feed only with no sound; an RFP is being prepared to upgrade the outside lighting and provide security guard service to monitor access to the garage area at 2250 Florida Blvd.; the Safety and Training Department has developed a Hurricane Preparedness Plan that is being reviewed internally and should be implemented by the end of the month; CATS is in discussion with the City-Parish and the Planning Commission on six possible locations for a permanent downtown hub and, as the discussions are in early stages, it is premature to discuss the individual locations; and, after discussions with Sears and Dillard's about their properties at Cortana Mall, it has been determined that the most viable option for this hub is the expansion of the existing bus pullout located across the street from Sam's on the ring road.

There were 231,218 total passenger trips in August, 83 complaints, and the on-time performance was 76.7%. The complaints break down as follows: courtesy – 19; facilities – 8; passed up – 12; performance – 37; safety – 4; IT/website issues – 2. The increase in

complaints is a result of the improved Customer Care process that retrieves more complaints in a centralized location; it is important to note that there are 88 complaints from 231,218 trips for the month, a percentage of 0.0354%.

Mr. DeVille gave a summary of the MV Status Report and noted that activities are winding down and there are less than 100 days remaining on the contract. Mr. DeVille shared that there is an ongoing assessment of requirements for transit service schedule changes and developing plans for implementing the next service change. He noted that the FHWA flexed the funding to FTA Region 6 to allow the funded shelter grant awarded to CATS to be given to CATS directly. He stated that CATS will be able to install approximately 60 shelters with the \$905,000.

2. Financial Statements: Mr. Conner Burns

Mr. Burns described a few changes in the statements format made in response to the auditor's report. He then described the highlights of the written report contained in the member's packets showing the status of grants. The balance of grants was \$11,152,370.

He then discussed the highlights of the financial statements. The 2015 year-to-date property tax monies received was \$15,863,652, and the amount expended from that source was \$11,534,384. August operating revenues were \$255,546 and governmental revenues were \$2,528,861 for a total source of funds of \$2,784,407. The total direct operating expenses were \$1,906,491.

Mr. Burns compared revenues with August revenues of previous years: August 2015 - \$255,546; August 2014 - \$196,508; August 2013 - \$163,102; and August 2012 - \$132,734.

The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 21%, ADA – 11%, Administration – 10%, Customer Care/Security – 4%, Facilities Maintenance – 2%, and Project Administration – 2%.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Ms. Roe

Ms. Roe gave the report in the absence of Ms. Collins-Lewis. She referred the members to the minutes of the committee's September 10th meeting in their packets. She shared the highlights of the meeting and noted action items would be discussed later in the meeting.

2. Technical, Policies and Practices: Ms. Perkins

Ms. Perkins noted the committee did not meet but was recommending the CATS Travel Policy be approved by the board members.

3. Audit: Mr. O'Gorman

Mr. O'Gorman noted there was no meeting.

4. Planning: Mr. Perret

Mr. Perret referred the members to the minutes of the committee's September 11th meeting in their packets. He shared the highlights of the meeting and noted that various planning items continued to be worked internally.

5. Community Relations and Reliant Transportation Group representative

Ms. Roe referred the members to the minutes of the committee's September 9th meeting in their packets. She noted that for August there were 28 applications mailed to customers. There were 25 applicants certified, one was conditional, and one was ineligible. It was noted that there is carry-over each month from applicants who apply in one month but may not come to be certified until the next month. There were seven recertifications in August.

Mr. Morgan Landry, Reliant's Baton Rouge Operations Manager, reported that Reliant provided 7,625 completed rides in August, 95% were on-time, the total hours were 4,595.59, and there were three complaints.

VIII. ACTION ITEMS

1. Approve the CATS Travel Policy

It was noted that this item came to the board in August but was deferred due to some language concerns; suggestions have since been added and agreed upon.

Ms. Roe moved to approve the CATS Travel Policy and Ms. Perkins seconded. Mr. Honore invited public comments, and there were none. Mr. Brandt asked if the policy would apply to Board members. Mr. Lindsay said it would apply only to employees. Mr. Mirabito stated he would investigate the possibility of a policy for Board members. Thereafter, the motion unanimously approved.

2. Authorize the CEO to purchase 20 additional bus shelters and 20 additional solar light units

Mr. Mirabito explained the existing contract resulted from an invitation to bid issued in June 2014, and there were 20 remaining shelters and solar lighting units still available on the contract.

Mr. Perret moved that the CEO be authorized to purchase an additional 20 bus shelters and 20 solar light panels from Decamil dba A C Signs, LLC for \$182,600. Mr. Brandt seconded the motion. Mr. Honore invited public comment, and there were questions by the public and responses by Mr. Mirabito. Thereafter, the motion was unanimously approved.

Mr. Perret moved to amend the agenda to defer the final three action items until after the public comments and Ms. Roe seconded the motion. The motion carried unanimously.

IX. PUBLIC COMMENTS

Champagne Starr said that "it's coming" should be the CATS motto. She complained about service, especially about buses being late, and unresponsiveness of staff.

Mr. Stafford said he called about the bus on Perkins Road. The 17 line was broke down and the customer service representative gave him the wrong information. The Plank Road bus was 90 minutes late one Sunday. The 17 line doesn't show up sometimes.

Frank LaNasa said he only rides maybe once a week now and the bus breaks down and the customer service representatives have no idea what is going on. CATS finds extra buses for game day and takes buses off the fixed route to keep those customers happy.

Fred Quiett said the maintenance department puts used parts on buses.

X. CONTINUATION OF ACTION ITEMS

Ms. Roe moved to enter executive session to consider the remaining agenda action items, the claims of Alisa Landry, Cherrell Vallery, and Tim Hampton. Ms. Perkins seconded the motion and it carried without objection.

Authorization for the CEO to settle the claims of Alisa Landry, Cherrell D. Vallery, and Tim Hampton under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004, as amended.

Upon returning from executive session, Mr. Brandt moved to authorize the CEO to settle the claims of Alisa Landry for \$23,500 total, Cherrell D. Vallery for \$19,615.10 total, and Tim Hampton for \$22,500 total, all under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004, as amended. Ms. Roe seconded the motion. Mr. Honore invited public comment and, there being none, the motion carried unanimously.

XI. ADJOURN

Ms. Perkins moved to adjourn the meeting. Mr. Perret seconded, and the motion carried unanimously.